

GRANT APPLICATION FORM INSTRUCTIONS

2013 One Time Vehicle Grant for Small Law Enforcement Agencies

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219

This grant application form may be downloaded from DCJS' web site at:

www.dcjs.virginia.gov/forms/grants/byrne/2013OneTimeVehicle/2013VehicleGrantAppForm.doc

Grant Program – *completed*

Congressional Districts – List the congressional districts that will benefit from this program.

Applicant – Use this space to provide the name of the law enforcement agency, college, or university police department.

Faith Based Organization – *completed*

Applicant FIN – Use this space to provide the applicant's federal identification number.

Best Practice – *completed*

Jurisdiction(s) Served – List all localities to be served.

Program Title – *completed*

Grant Period – *completed*

DUNS Number – Provide the Data Universal Numbering (DUNS) Number. DUNS number is a unique nine-character identification number provided by Dun and Bradstreet. If you do not have a DUNS number, please go to the website <http://fedgov.dnb.com/webform>.

Type of Application – *completed*

Rural, Urban or Suburban – Check the box that best describes the applicant locality.

Project Director, Project Administrator, and Finance Officer - It is extremely important that you provide telephone and fax numbers and an e-mail address for each person.

Project Director – The person who will have day-to-day responsibility for managing the project.

Project Administrator – The person who has authority to formally commit the locality, college, or university to complying with all the terms of the grant application. This **must** be the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a college or university, an authorized official. *If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum, or other document by which the signing authority was delegated.*

Finance Officer – The person who will be responsible for fiscal management of funds.

Signature of Project Administrator – Project Administrator signs the Grant Application Form in this block.

Brief Project Description – *completed*